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9<sup>th</sup> December ,2024

To: ALL LICENSED COFFEE BROKERS

RE: COMPLIANCE WITH NAIROBI COFFEE EXCHANGE CATALOGUE SUBMISSION AND TRADING PROCEDURES.

I trust this letter finds you well.

We are writing to remind you of the compliance procedures for the timely upload of sale catalogues, as outlined in the **Nairobi Coffee Exchange (NCE) Trading Rules, 2024**. These procedures are vital to ensuring that trading activities align with our policies and regulatory requirements, thereby maintaining the integrity of data and efficiency within the trading process and platform.

Your adherence to these trading procedures is essential and the following key requirements have been identified as the most frequently flaunted, and we would like to emphasize their importance:

1. **Submission of Draft Catalogues:** Draft catalogues must be sent to the Exchange **13 days before the auction** to allow sufficient time for review and feedback as they are shared with the trade 12 Calendar days before the sale.
2. **Submission of Final Catalogues:** Final catalogues must be sent to the Exchange by **Thursday, three days before the sale**. This ensures all relevant parties have access to the final data set in a timely manner.
3. **Provision of Bulk Breakdowns:** The final catalogue submission must include **bulk breakdowns** to facilitate seamless coordination and preparation for the sale.
4. **Catalogue Upload to DSS:** Catalogues must be uploaded to the **DSS system three days before the sale** to meet system requirements and avoid delays.
5. **Adherence to the Minimum Number of Bags:** The minimum lot trade size is **10 bags**. Should any challenges arise in meeting this requirement, kindly notify us in writing promptly to seek appropriate guidance for every sale. Lots that do not meet the threshold and are not accompanied by a clear explanation in writing with a written approval by the Exchange will be withdrawn.
6. **Confirmation of bids:** All sale transactions whose bids are equal to or higher than the reserve price must be confirmed on the sale date, on the auction trading floor. All other bids must be concluded on the following day by 4pm.

Your commitment to the rules not only ensures compliance but also strengthens the overall efficiency and credibility of the trading process.

Should you have any questions or require clarification on any of these points, do not hesitate to reach out to us. We are here to assist and ensure a smooth trading experience for all participants.

Thank you for your attention and cooperation on the trading floor.

Yours Sincerely.

A handwritten signature in black ink, appearing to read "Lisper". The signature is fluid and cursive, with a large loop at the beginning.

**LISPER NDUNG'U**  
**CHIEF EXECUTIVE OFFICER**

CC: **Chief Executive Officer**  
Capital Markets Authority (CMA)